

BERKELEY COUNTY GOVERNMENT

JOB OPENING – EXTERNAL POSTING

COMMUNITY SERVICES OFFICER (On-Duty Clerk) - (PS100726)

DEPARTMENT: SHERIFF'S OFFICE – DUTY OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Deals courteously with the general public, both in person and by telephone. Prepares criminal incident reports and missing persons reports conforming to SLED requirements entering and retrieving crime information using NCIC/SLED CJICS terminal. Performs clerical functions including typing, indexing and filing of records and documents, checking and verifying records, preparing various reports, and other job duties as assigned. Monthly validations of NCIC entries, verifying that all records entered by the Berkeley County Sheriff's Office are accurate, timely and complete. Also oversees all missing persons entries, verifying their status, modifying entries and confirming the missing persons return with the complainant. Assist with SLED audits and FBI audits verifying all records prior to the audits and responding to the auditor's questions and concerns during the audit. Performs any other job related duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent and related experience preferred. NCIC certification preferred. Applicants should possess clerical skills including basic typing skills, filing, customer service, math, data entry and correct grammar usage.

Successful completion of NCIC certification process within six (6) months of employment.

Data Entry/Basic Skills test score of **61** is required for this position.

Skilled in the operation of automated office equipment, including personal computer, NCIC computer, and multi-line telephone system.

Ability to keep very accurate records.

Good communication skills, both verbal and written.

Ability to follow oral and written instructions.

Ability to deal with stressful situations.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and abilities arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures, and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

Twelve hour shifts three or four days a week depending on bi-monthly work schedule. Scheduled hours/days subject to change which will include nights, weekends, and/or holidays.

Please visit our website at www.berkeleycountysc.gov for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

Community Services Officer - Grade C07
Entry Level Bi-Weekly Salary Range: \$788.03-\$906.24

Date of Posting: 09/13/2012
Closing Date: Subject to closing any time

*****SHERIFF'S OFFICE ATTACHMENTS MUST ACCOMPANY THE APPLICATION. REQUIRED DOCUMENTS ARE NECESSARY TO COMPLETE THE APPLICATION PROCESS. APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.***

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.